

City of Carlsbad
1635 Faraday Avenue
Carlsbad, CA 92008
(760) 602-4610

PLANNING APPLICATION # _____
REC'D BY _____
DATE _____
SIGN FEE _____
SIGN PROGRAM FEE _____
RECEIPT NO. _____



REVIEW FOR SIGN PERMIT **Planning Department**

All plans submitted for sign permits/sign programs shall consist of a minimum of a site plan and sign elevations containing the following information:

1. North arrow and scale.
2. Location of existing buildings or structures, parking areas, and vehicular access points to the property.
3. Location of all existing and proposed signs for the property.
4. Distance to the property line(s) for all proposed freestanding sign(s).
5. Provide an elevation for all proposed sign(s) which specifies the following:
 - A. Dimensions and area for all existing and proposed sign(s).
 - B. Materials the sign(s) will be constructed of.
 - C. Source of Illumination.
 - D. Proposed sign copy.

APPLICANT MUST SUBMIT THREE (3) SETS OF SIGN/SITE PLANS, A COMPLETED APPLICATION FORM, AND THE APPLICATION FEE.

The application must be submitted prior to 4:00 p.m. Average processing time: 2 weeks

NAME OF PROJECT: _____

ADDRESS OF PROJECT: _____

ASSESSOR PARCEL NUMBER: _____

RELATED PLANNING CASE NUMBER(S): _____

TYPE OF DEVELOPMENT:

- | | | |
|-----------------------|---------------------|-------------------|
| (a) Residential | (e) Service Station | (i) Public Park |
| (b) Commercial | (f) Prof. Care | (j) Produce Stand |
| (c) Office/Industrial | (g) Theater | (k) Nursery |
| (d) Hotel/Motel | (h) Govt/Church | (l) P-U/OS Zone |

SIGN PROGRAM AND/OR
SPECIFIC PLAN CRITERIA

Yes ☐

No ☐

Specific Plan Number _____

VILLAGE REDEVELOPMENT AREA

Yes ☐

No ☐

Requires VR Approval

SIGN ORDINANCE:

Yes ☐

No ☐

COASTAL ZONE:

Yes ☐

No ☐

EXISTING SIGNS:

TYPE	NUMBER	SIGN AREA	SIGN HEIGHT
Pole			
Monument			
Wall			
Suspended			
Directional			
Canopy			
Freestanding (Project Identity)			

PERMITS ISSUED FOR EXISTING SIGNS: Yes ☐ No ☐ Date _____

PROPOSED PERMANENT SIGNS:

TYPE	MAXIMUM NUMBER ALLOWED	NUMBER PROPOSED	MAXIMUM SIGN AREA	PROPOSED SIGN AREA	MAXIMUM SIGN HEIGHT	PROPOSED SIGN HEIGHT
Pole**						
Monument**						
Wall						
Suspended						
Directional						
Canopy						
Freestanding** (Project Identity)						

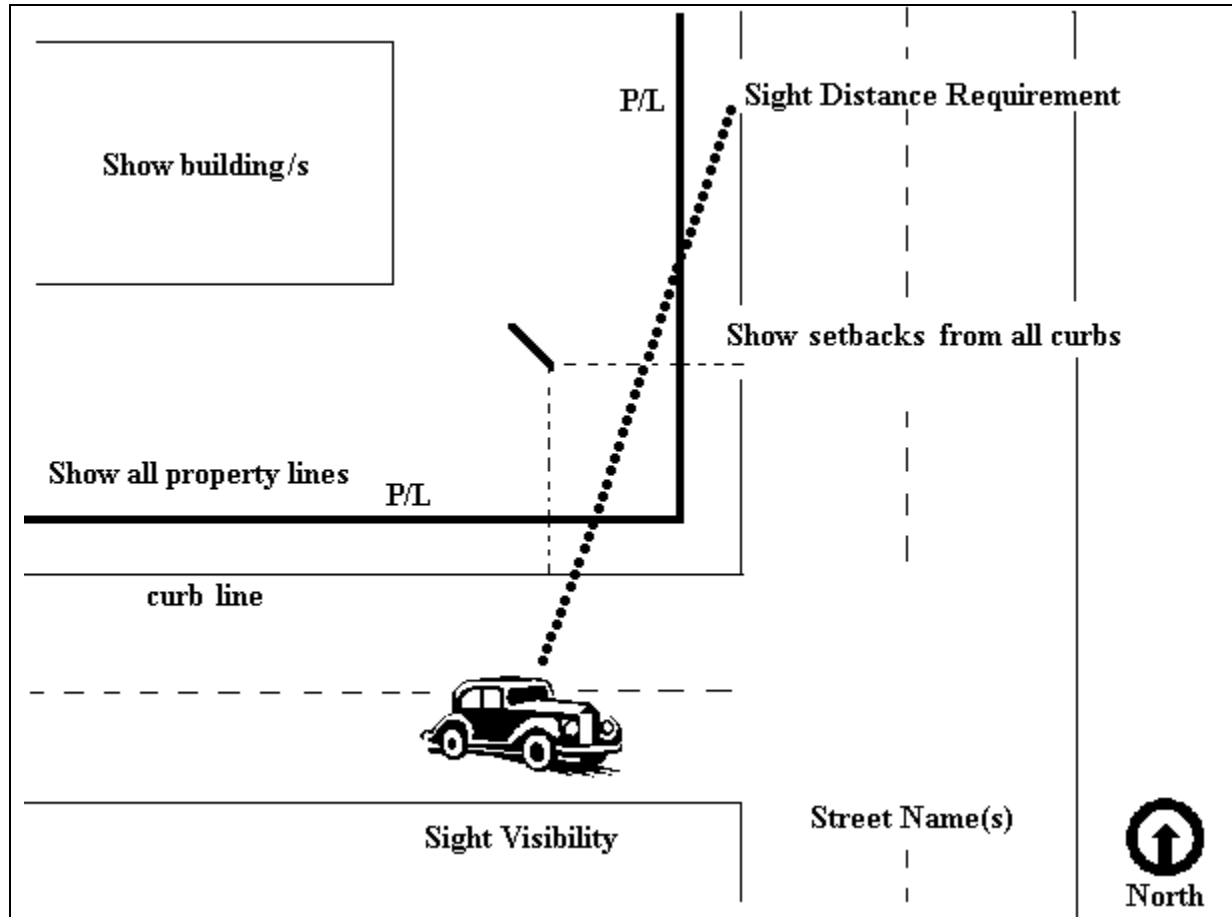
PROPOSED TEMPORARY SIGNS:

TYPE	MAXIMUM NUMBER ALLOWED	NUMBER PROPOSED	MAXIMUM SIGN AREA	PROPOSED SIGN AREA	MAXIMUM SIGN HEIGHT	PROPOSED SIGN HEIGHT
Construction**						
For Sale**						
Banner						

****Prior to approval, all proposed pole, monument, and freestanding signs must be reviewed for potential sight distance and visibility issues. Additional information must supplement this application showing how the proposed signage will not encroach into the public right-of-way or present a traffic hazard. Page 3 of 4 illustrates an example for what would be required for such proposed signs.**

SITE PLAN REQUIREMENT FOR POLE, MONUMENT, AND FREESTANDING SIGN APPLICATIONS

The following example illustrates the information that is required for all pole, monument, and freestanding sign permit applications. Prior to approval, all such proposed signs must be reviewed for potential issues by the Traffic Engineering Department, which **will not allow signs to be approved over the counter**. Additional time will be required for on-site inspection.



21.41.080 Sign design standards

Relationship to Streets: Signs shall be designed and located so as not to interfere with the unobstructed clear view of the public right-of-way and nearby traffic regulatory signs of any pedestrian, bicyclist or motor vehicle driver

Sight Distance: No sign or sign structure shall be placed or constructed so that it impairs the sight distance requirements at any public or private street intersection or driveway.

TOTAL BUILDING STREET FRONTAGE	_____	ft.
TOTAL SIGNAGE ALLOWANCE	_____	sq. ft.
EXISTING SIGNAGE (SQ. FT.)	_____	sq. ft.
REMAINING SIGN ALLOWANCE AT PRESENT	_____	sq. ft.
PROPOSED SIGNAGE (SQ. FT.)	_____	sq. ft.
REMAINING SIGN ALLOWANCE AFTER PROPOSED SIGN	_____	sq. ft.

OWNER		APPLICANT	
NAME (PRINT OR TYPE)		NAME (PRINT OR TYPE)	
MAILING ADDRESS		MAILING ADDRESS	
CITY AND STATE ZIP	TELEPHONE	CITY AND STATE ZIP	TELEPHONE
I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		I CERTIFY THAT I AM THE REPRESENTATIVE OF THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	
_____ SIGNATURE	_____ DATE	_____ SIGNATURE	_____ DATE

1. Field check by planner.
2. Within maximum length, area.
3. Style consistent with Sign Program and/or Specific Plan criteria, if applicable.
4. Location:
 - ❖ In right-of-way
 - ❖ In visibility triangle at corner
5. Pole and monument signs to be checked by Traffic Engineering, for visibility issues.
6. When approved route copy to Data Entry

APPROVED: Planner: _____ Date: _____